A STUDY OF THE INFORMATION NEEDS OF THE TECHNICAL ASSISTANCE BUREAU AGENCY FOR INTERNATIONAL DEVELOPMENT

Carried Out in November and December 1976
By Elizabeth Bole Eddison

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OVERVIEW OF THE CURRENT INFORMATION SITUATION IN TAB

The Technical Assistance Bureau does not now have a system for collecting, organizing or making accessible to its professional staff non-AID generated information.

Information tools of all kinds are spread throughout TAB's offices in New State, SA-2 and Pomponio Plaza, with no central source of knowledge as to what is where. There is a good deal of mixing material on the shelves of each office: useful reference tools referred to frequently; items which might be needed sometime; publications being kept on hand in case someone asks for a copy; and publications sent to the office by an outside agency, institution, etc., because it was known that the office had an interest in that subject. (In this latter case, the donor was right; the office was indeed interested in knowing about the publication, but once it had arrived the office had no place to put it and did not know what to do with it.)

The difficulty of finding what is wanted within existing TAB information collections has led to high levels of frustration.

The reports generated through TAB-supported research are increasingly recoverable through the ARDA/ADDS systems developed in TA/PPU/EUI over the last several years. Research

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financed by other bureaus of the Agency also produces reports which undoubtedly will be included in the ARDA publications within the next few years. Creation of this important development tool has made it possible for TAB staff to find these R & D reports; it has made it easier for scholars and planners and technicians throughout the world to build on existing research results. And yet there is no equivalent tool or system in TAB which enables the professional staff to find non-AID-generated information. There is no general method established by which any professional in TAB can be sure that he has available to him all appropriate information when he is working on a problem.

During the interviews several leitmotifs appeared. A pattern, apparent almost from the beginning, held throughout the series of conversations.

A keen awareness was expressed of difficulties experienced in finding the specialized kinds of information needed in daily work. For example, the need for in-depth exposure to information about the tropical and subtropical parts of the world was made very clear again and again as was the need for information about the activities of international organizations.

Many, perhaps all, of those interviewed indicated a desire to be on top of the information of their particular subject

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specialties. "Our specialists need to be kept aware of what is going on in their subject areas; they need to be kept up-to-date on new developments both here and abroad" came from one office and was then repeated, almost to the same words, in office after office. Part of this same theme was the regularly expressed feeling that journals and periodicals in his field are of great importance to each professional, but that there is no easy manner in which to see them or to be told about them.

"We need specialized kinds of information which don't seem to be within the main focus of our RSSA-connected-institutions" was heard frequently. TAB offices felt often that the kind of information they were looking for was hard for U.S.-focused institutions to find because the U.S.-oriented emphasis is not the same as that of the developing world.

In addition, many interviewed felt that the arrangements under the RSSA or PASA contracts were not truly two-way streets, that TAB offices could not use these institutions as sources of information for themselves, but only as a source of answers for queries from the field.

A strong statement of need was made for a central collection of general development information. Several people envisioned

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a physical location where different developmental publications might be available to everyone within TAB, whatever their technical specialty.

Little use is made in TAB of the myriad information resources available in the greater Washington area because there is no professionally-staffed information center available within the Bureau or the Agency which could help in this use.

"The procedures for buying a book are the same as those used for buying a car." This was the voice of frustration which came from office after office. If a technical specialist knows of a periodical he should be reading or a book which would be useful while drafting a particular document, he feels that the only way he can gain access to either information tool with speed is to carry out the purchase as an individual, and then to apply for reimbursement. There must be times when books are bought, although all that is needed is a quick look at specific pages. There are probably times when the same book is ordered by more than one office because there is no central record of what has been bought.

In their commitment to technical assistance, many offices are deeply involved in sending publications to the field, either in response to requests or as part of a general alerting

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service in a particular technical area. Publications to be sent to AID missions or to individuals and organizations in developing countries as well as in the United States are in all offices, sometimes mixed among the information tools needed by TAB professionals in the course of their daily work.

A suggestion was made by one office, and then echoed in several others, that all TAB offices need to have quick access to external support services in the field of information. This would be helpful in many ways, including that of gathering together extensive information resources to cover the broad sweep of a new subject as well as for periodic literature reviews in an already established subject area. The quick access was mentioned as being extremely important. If the services had to be contracted for after the specific need had arisen, then the TAB office could not possibly be responsive to the need within a reasonable time period.

This survey, then, crystallized thinking within the technical offices of TAB on these points:

- Help is needed and wanted in achieving efficient delivery of information.
- Individual offices would not need to keep within their own physical boundaries all of the information resources

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which are currently in those offices if a system were established to provide each specialist, each office, with needed information when it is needed. Most offices indicated that there were certain volumes, used frequently, which would be desirable to have at individual desks. The great bulk of the rest of the material, however, could be removed from the office to safe hands elsewhere.

- Specialists in one office want to be exposed to the information resources of the other offices, other disciplines, by being able to browse through a multi-disciplinary collection of journals and periodicals.

- TAB professionals are seeking the support of a strong reference collection, based on the needs of the broad fields of development and of technical assistance as well as on specific technical disciplines. Requests for easy access to UN statistical publications, to yearbooks issued by FAO and other specialized agencies, to country information, to specialized reports and periodicals, came over and over again.

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> "Development is one of the most important missions facing the world in the third quarter of the 20th century, yet no global systematic attempt has yet been made to provide information support to those responsible for economic and social development. Those least served and most in need of information support include development planners and policy-makers in developing countries and in development-aid organisations."*

The staff of the Technical Assistance Bureau must leave the ranks of the least served and become even more effective development planners, managers and stimulators because of the strong information support which will be available to them.

*Emphasis supplied. Quotation taken from the abstract of DEVSIS: the preliminary design of an international information system for the development sciences, prepared by the DEVSIS Study Team on behalf of IDRC, OECD, UNESCO, UNDP, ILO and UN/ESA. Ottawa, Canada: International Development Research Centre, 1976.

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ESTABLISHMENT OF AN INFORMATION CENTER IN TAB

The Bureau of Technical Assistance needs a central source of information.

TAB is increasingly involved in programs which are not limited to a single technical discipline. Cross-disciplinary, issue-oriented programs require a great deal of information support from the first moment right on through to the distribution of the final research report. Subjects such as technological transfer, manpower management, non-formal education, new applications of technology, appropriate technologies and many others all require sophisticated information approaches.

The FY 1977/78 Program and Manpower Presentation refers, on page 10, to a review being started in TAB "...of the generic relationships between the technical fields within its area of responsibility and human fertility." Page 11 continues with this sentence: "All of the offices with which discussions have been held have expressed the need for more information on research findings which specifically relate to their technical discipline. Meeting that need will be the next step in our program... ." If TAB had an Information Center the first step, and perhaps many of the steps, would be taken by the professional staff of the Information Center.

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The most important single element in an information center is the professional staff. The professional staff of the Information Center will be information specialists, people whose training and experience have been in the field of information science, people whose profession it is to analyze, seek out and organize information.

The Information Center will be a clearinghouse, a conduit, a switching-station, or some judicious mixture of all three. It will not be an archival collection of every publication TAB has ever received. It will not be a storage area for material which people do not know how to handle. It will be an appealing area where current periodicals and journals can be found, where skilled information specialists will be found who will be able to use the information resources in the Information Center to find the answer needed or, more likely, to find out where to find that information outside of TAB.

The staff, professional and paraprofessional, of the Information Center will function as the basic information resource. It is they who will be backed up by a collection of highly specialized information resources which will enable the staff to find the information needed to answer that request.

An important strength of the Information Center will be the quality and variety of sources of information available there.

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Directories, indexes and other guides to information will be of the greatest importance. All information tools would be selected because of their appropriateness to the overall mission of supporting technical assistance to developing countries. Some of the publications which might be included in the Information Center are included in Annex 4. Even the few which are listed on these pages give an idea of the wide variety available.

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RECOMMENDATIONS

Summary

Warner-Eddison Associates strongly recommends the organization of an Information Center for the Technical Assistance Bureau. The Information Center would be a basic part of the Information Cluster currently within TA/PPU/EUI.

The addition of the services of the Information Center to those already carried out by the Information Cluster will make the Information Cluster more complete.

The concentration "on making AID-sponsored research and development materials available in and out of the Agency when and where relevant", as stated on page 70 of the FY 1977/78 Program and Manpower Presentation, has been exceedingly important.

This small next step of establishing an Information Center will close the circle so that TAB technical staff who manage and suggest and monitor the research and development programs whose results are recorded in ARDA will have the kind of information they need, easily available to them, while they are managing and suggesting and monitoring. The improved efficiency in management which will result from having a splendid information service will have a direct and positive effect on the quality of technical assistance.

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SPECIFIC RECOMMENDATIONS

1. Objective

TAB should adopt as one of its management objectives the specific goal of meeting the staff technical information needs of the Bureau's professional staff in order to heighten the professional contributions which can be made to the broader goals of the Bureau and the Agency.

2. Establishment of the TAB Information Center

An Information Center designed to meet the work-related information needs of TAB's professional staff should be established, as soon as possible, as part of the Information Cluster which is in TA/PPU/EUI.

3. Functions of the Information Center

The Information Center will be the focal point for technical information within the Bureau of Technical Assistance. As such it will:

- Provide information in anticipation of or in quick response to the needs of the Bureau's professional staff.
- Maintain a lean collection of current books, documents, periodicals, etc., to be used in meeting TAB's technical information requirements.

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- Establish cooperative relationships with other information resources within the Agency and outside the Agency.
- Act as a conduit in bringing information into the Bureau from external sources.
- Provide a control function for TAB in the purchase of external sources of information by having records of information already in existence at TAB.

4. Staff of the Information Center

a. The Information Center will need to be under the supervision of a person with strong information science training plus experience in the development field. This should be the same person who is in overall charge of the Information Cluster.

b. A reference librarian of the highest caliber will need to be appointed as the initial and basic staff member of the Information Center. A description of this position is in Annex 5.

It is realized that FY 77 does not now have this job allocated; it is strongly recommended that the job allocation be made for this position as soon as possible. If that cannot be achieved quickly, then the position could be filled temporarily through an

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arrangement with an outside contractor; for more details see the section on external support services. Whether or not the position is filled on a direct hire basis or through an external support contract, the reference librarian must be able to begin work very soon after the decision has been made to establish the Information Center.

c. Vacant positions in PPU/EUI must be filled with information-qualified people as rapidly as possible.

d. The professional and paraprofessional staff of the Information Cluster will support the work of the Information Center. However, there must be more direct support staff to make the Information Center function well.

Some of this support could come through cooperative arrangements with individuals who have been handling information in the various offices. For example, the Program Information Assistant in the Office of Health could play a significant role in working with health information needs which would be brought to the Information Center.

In addition, the staff of the Information Center could seemingly be extended by increasing the flow of information from some of the RSSA and PASA institutions. This is something which the professional staff of the

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Information Center could achieve, particularly if management of these information-type contracts were assigned to the Information Center/Information Cluster. Furthermore, some of the information-related staff members could operate out of, or in connection with, the Information Center thereby making the RSSA's more effective information tools and the Information Center more broadly capable.

5. Relations with Other Information Resources

The skills of the professional staff of the Information Center will make available all sorts of hitherto unknown or under-used resources:

- Within the Department of State are sources which are not well-used by TAB.
- Within the Agency itself are several sources of information which the Information Center staff could use for the benefit of TAB's programs.
- There are over 35 highly-specialized information resources, sometimes established with AID support, at some 35 academic institutions supported by Section 211(d) Grants. These resources could be tapped by the Information Center staff.
- There are directories of special libraries and other information sources in the Washington area, the Boston

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area, the Chicago area, the New York area, the United States and, in fact, many parts of the world.

Closer to home it is assumed that good cooperation will exist among the professionals involved in TAB's Information Center, the Population Reference Library, the Development Information Office, the AID Reference Center, the Training Library and so forth. Information science professionals have long had a tradition of service which includes cooperation, sharing and support.

Participation in this informal network of libraries and information centers will expand considerably the information resources available to TAB.

6. Space Needs for the Information Center

Space for the Information Center should be located within an area which is convenient for all to reach. The space currently allocated to the Information Cluster in the Rosslyn Plaza Building will be very suitable for the Information Center, also, if the entire development plan space is assigned to the Information Cluster.* This will allow removal of one of the existing temporary walls which

*The space was looked at with David Mein, Director, TA/MGT. Mr. Mein was provided with a rough plan which showed how the various parts of the entire area could be used to best advantage. Both Mr. Myren & Mr. Hafenrichter also have this floor plan.

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in turn will allow for greater use of existing staff: several people who would not be actively involved in the Information Center itself on a regular basis would be able to help from time to time.

The use of bookcases as partitions and work-area dividers will create an inviting atmosphere which will draw TAB professional staff to the Center as well as providing a pleasant place to work. Space must be provided for display of over 100 periodicals so that exposure to the development materials and the cross-fertilization of ideas from one field to another will have better chances of taking place.

7. Materials for the Information Center

The Information Center should have a limited collection of highly-specialized materials. These would include:

- Directories, indexes and other finding tools which would enable a reference librarian to track down the source of needed information;
- Basic reference works such as almanacs, dictionaries, an encyclopedia of science, etc.;
- Unique or highly specialized materials such as the various UN yearbooks, FAO studies, UNESCO statistics, etc., etc.;

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- Periodicals selected to support the technical specialties found within TAB as well as periodicals reporting on the development world in general.

All materials in the Information Center would be for current use. If a directory were replaced within a year by a more recent edition, the previous year's copy would be passed on to some other organization which did not have TAB's need for the most up-to-date information; the Information Center would not keep all publications for years on end. The collection might grow to reflect addition of a new discipline to TAB's area of interests but, as a general rule, the collection in the Information Center would not grow appreciably. It would change, but not grow.

8. Bibliographic Data Bases

Computers are increasingly useful tools in the world of information retrieval, but they are still far from the peak of their development. The bibliographic data bases which are now available on computers are frequently helpful in many fields, including medicine, health, agriculture, science and technology, and education. They are, however, not the only information tool and frequently not the best tool.

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The Information Center should probably have its own capability for bibliographic data searching by FY 1980. This would enable on-line searching within the Information Center of the various technical bibliographic data bases. This will be particularly true if TAB is still located in the Rosslyn Plaza Building, at a considerable distance from the Library at the Department of State. However, the adaptation of the ADDS computer terminal to provide access to bibliographic data bases should be based on need demonstrated over the course of a year or two of the Information Center operation.

In the meantime, the Information Center staff could participate in taking advantage of the bibliographic data bases now available in the Library at the Department of State. The State Department Library, for example, has had the New York Times Data Bank available for the last three years so that experience in working with this data bank is on hand there.

At the very least, the Information Center professional staff will be able to make use of the most appropriate data base wherever the terminal may be.

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9. Move to Rosslyn Plaza Building

The move will provide an opportunity to sort through a good many publications currently residing in the technical offices of TAB. Ideally, each professional would pick out the few books, documents, etc. to which he refers on a fairly frequent, regular basis, perhaps once a week or so; these books would stay with that professional. Then the balance of what was in each office would be scanned to see if there were unique or highly specialized material, or if there were indexes, directories or other reference tools of the type which could be useful in the Information Center. These materials would then be marked for delivery to the Information Center. Anything else--material which was out-of-date, material which was considered likely to be available in libraries in the area--would be set aside in a storage area for eventual donation to some other organization.

The ideal system is the one which Warner-Eddison Associates would recommend. However, it is highly unlikely that many of the offices, many of the professionals, would be either willing or available to carry out the exercise in this fashion.

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Therefore, we suggest that the offices which have the most material (possibly Health, Education, Nutrition, and Science & Technology) should be asked if they would be willing to carry out this approach, particularly if they received some skilled assistance. If the Reference Librarian for the Information Center had been selected, the Reference Librarian could go from office to office, helping in the sorting process, assisting with the decision making, and generally participating in the selection of information tools for the Information Center.

Should the move take place before the Reference Librarian is available, then some form of outside skilled support should be sought out so that the offices can carry out this sorting before the move rather than after the move. The cost of the outside support at this point could well be far less than the cost of moving all of the material, most of which is not going to stay in the offices after the move.

10. Costs

It is impossible to provide any firm cost figures at this point. There are too many unknowns in terms of what kinds and quantities of materials would have to be purchased for the initial organization of the Information Center. No one

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knows how much material, currently in the offices, is of the kind which will be transferred to the Information Center. It is assumed that the subscriptions to periodicals which the various offices now have would be transferred to the Information Center, but it is also known that additional titles would have to be ordered.

Rough estimates would come up with a not-to-exceed figure of $10,000 for the start-up costs and $5,000 for the annual costs, both for the purchase of materials and specialized supplies. Special equipment, such as periodical shelves, would also be necessary. Costs of processing the material (providing labels, cards, indexing, etc.) would have to be contracted for with an outside support service since it is not expected that that capability will be available in the Information Center. All in all, it is probable that the basic, non-personnel costs for the organization of the Information Center would be well under $30,000, depending in large part on the kind of shelving that was purchased.

11. External Support Services and Possibilities of Contracting the Development or Management of the Information Center

The development of the Information Center could be handled under a contract, certainly in part. The technical services part of development: sorting out

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material received from the offices; ordering missing items; cataloging the material and producing some kind of records (either cards, book or microfirm) could all be handled by a contractor under the supervision of the professional staff of the Information Center. These technical services could be handled by a contractor on a continuing basis, also, so that at no time would the Information Center have to have cataloging skills among those of its professional staff. A reference librarian to work in the Information Center could also be provided under contract.

It would be difficult, however, for the overall management of the Information Center to be handled by a contractor. The Information Center will be too much a part of the Information Cluster, too much a part of the highly-segmented development world, to be able to exist on external managerial transfusions. This is not recommended.

Contracted services could provide support in a number of related areas above and beyond the technical services.

It is strongly recommended that several basic ordering agreements be set up in order to handle a number of the basic information needs. These basic ordering agreements

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could be managed through the Information Center/Information Cluster. It is suggested that they be established for these and other purposes:

- For getting copies of articles rapidly and with uniform ease. A contract of this type with the Institute for Scientific Information in Philadelphia, for one, would be potentially very helpful.
- For information support as mentioned earlier in the text; support which could include acquisition of processed books which would arrive ready to be put on the shelves; literature searches to help with project planning; bibliography preparation; consulting advice on meeting LDC information needs, etc., etc. The Information Center should certainly have such an agreement for use with getting books which are already catalogued and otherwise processed for the Information Center.
- For the supply of additional librarian assistance when necessary.

12. Distribution of Publications

In the course of carrying out the interviews in the various TAB functional offices it became evident that many of the offices are very involved in sending material to people who request it, either in developing countries, or in

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other parts of the development world. In some cases it was almost difficult to determine where the technical material for office use stopped and the distribution material began. A number of people appear to be involved in distribution. It is suggested here that this distribution activity should be centralized in a judicious manner by bringing it into the managerial field of the Information Cluster which is already deeply involved in the AID Documents Distribution System (ADDS).

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DEVELOPMENT PLAN - Action Recommendations

This is a timetable of actions which need to be taken first:

1. Approve the concept of the establishment of the Information Center; and announce the creation of the Information Center.
2. Approve the space allocation for the Information Center within the enlarged space for the Information Cluster.
3. Establish the position of Reference Librarian I for the Information Center.
4. Fill the position of Reference Librarian I through an outside contract until such time as it is deemed possible, or to carry this out on a direct-hire basis.
5. Approach the offices with the most material (perhaps Health, Nutrition, Education, and Science & Technology) and enlist their support in the pre-move sorting process; provide them the skills of a reference librarian to help them and also three sets of colored labels so that the piles sorted can be color-coded.
6. Establish the basic ordering agreements which will enable the Information Center to order processed materials and also to have the existing materials processed.
7. Order, under these agreements, the materials and the periodicals that will be necessary.

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ANNEXES

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Annex 1 - Individuals Interviewed

TECHNICAL ASSISTANCE BUREAU

Office of the Assistant Administrator

Assistant Administrator	Curtis Farrar
Special Assistant (Technology Application)	Alex Firfer
Deputy Assistant Administrator	Marjorie S. Belcher
Associate Assistant Administrator	James Chandler

Office of Management

Director	David G. Mein
Administrative Operations Assistant	Addie S. Levy

Office of Program Planning and Utilization

Evaluation, Utilization and Technical Information Division

Assistant Director Evaluation Utilization and Information	Delbert Myren
Technical Information Specialist	Charles J. Dove
Documentation Coordinator	John Hafenrichter
Utilization Officer	H. C. Ladenheim
Technical Information Officer	David Rhoad

Office of Science and Technology

Deputy Director	William L. Eilers

Office of Development Administration

Director	Kenneth L. Kornher

Office of Education and Human Resources

Director	Robert W. Schmeding
International Education Officer for Nonformal Education and Assistant to the Director	Myron H. Vent

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Annex 1 - Individuals Interviewed (Cont.)

Office of Health

Deputy Director	Clifford Pease
Chief, Program Management & Administration	Ray D. Newman
Program Information Assistant	Margaret Pope
Public Health Advisor	Jean Pease

Office of Nutrition

Director	F. James Levinson
Associate Director	Ludwig Rudel
Nutrition Analyst	Amy H. Pound
Nutritionist	Deria Moore

Office of Urban Development

Director	William R. Miner

Office of Rural Development

Director	Charles Blankstein

PROGRAM AND POLICY CONSIDERATION BUREAU

Office of Development Administration

Director	H. Carter Ide
Technical Information Specialist	David G. Donovan

BUREAU FOR PROGRAM AND MANAGEMENT SERVICES

Office of Management Operations

Deputy Director	John J. Garney Delores McDaniel

DEPARTMENT OF STATE LIBRARY

Librarian	Conrad Eaton

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Annex 2 - AID Documents Studied

AA/TA Presentation to AA/PPC and AA/SER of his FY 1977/78 Program and Manpower Proposals, 20 August 1976.

ABS FY 1978 - Narrative Submissions: TA/PPU/EUI Documentation (Information) Activity-Cluster, prepared 28 May 1976 by John Hafenrichter.

AID Leadership Meeting on Role and Functions of the Technical Assistance Bureau, 13 July 1976: Report to the Administrator, Documents on Leadership Meeting: Definition of Terms.

Annual Budget Submission FY 1977 Worldwide Technical Assistance and Research, Technical Assistance Bureau, Agency for International Development, August 1975.

A Directory of Institutional Resources Supported by Section 211(d) Grants: U.S. Centers of Competence for International Development, 2 June 1976.

Information as a Tool in Development, Project Paper, TA/PPU/EUI, 23 October 1975, approved 9 December 1975.

Information Cluster Staffing Patterns, TA/PPU/EUI, Memorandum, J.L. Hafenrichter to Mrs. Elizabeth L. Sullivan, SER/PO/CSP, November 15, 1976.

Information Documentation Resources Study, February 1971, by the Office of Records Management, National Archives and Records Service (NARS), General Services Administration.

The Information Sciences Activity--Cluster in TA/PPU/EUI, by John Hafenrichter, Technical Assistance Bureau, May 1976.

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Annex 2 - AID Documents Studied (Cont.)

An Initial Inventory of A.I.D. Information Science Projects and Activities in Food and Nutrition Areas, by John Hafenrichter, Technical Assistance Bureau, Agency for International Development, 23 August 1976.

Memorandum from PPC/DI, David G. Donovan to TA/PPU/EUI, Mr. Delbert Myren, re. TAB Library Feasibility Study, 15 November 1976.

Review of Information Management Programs and Offices of the TA Bureau by Thomas R. Donnelly and Dwayne Rogers, February 1976.

A Study of TAB's Technical Reference Facilities and Information Dissemination Functions, SER/MP, 10 April 1974.

Submission to Congress, Fiscal Year 1977, Agency for International Development, Interregional Programs, February 1976, pages 1-69.

Summary by Cluster within Office. Technical Assistance Bureau, 9/30/76.

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Annex 3 - INFORMATION NEEDS SURVEY QUESTIONNAIRE
TECHNICAL ASSISTANCE BUREAU/AID

Questions of the following kinds will be raised with you during an interview:

1. What kinds of information do you require in connection with your work? (This will be explored in some depth.)

2. How much of this is needed in response to a request from overseas?

3. How frequently do you need each kind of information?

4. In general, how quickly do you usually need information?

5. How do you get information now? (You will be asked to provide an appropriate percentage for each source.)
   a. Personal files
   b. Colleagues
   c. In-house materials
   d. Washington area libraries
   e. Other

6. Are you now able to find needed information readily?

7. Can you give an estimate of how often you need information for which you don't begin to search because experience has taught you that such a search is too lengthy, hopeless, etc., etc.?

8. What kinds of information sources do you have in your office, for example: 6 file drawers of clippings, 3 years' worth of 4 different magazines, 2 shelves of reference books, etc.?

9. How much of the above would you be interested in having in a central reference center, kept up-to-date by a librarian and available to you whenever needed?

10. What is your biggest information problem right now?

11. What services might you ideally like to see provided by a Library/Information Center in TAB?

Nov/Dec 1976

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6. Are you now able to find needed information readily?

7. Can you give an estimate of how often you need information for which you don't begin to search because experience has taught you that such a search is too lengthy, hopeless, etc., etc.?

8. What kinds of information sources do you have in your office, for example: 6 file drawers of clippings, 3 years' worth of 4 different magazines, 2 shelves of reference books, etc.?

9. How much of the above would you be interested in having in a central reference center, kept up-to-date by a librarian and available to you whenever needed?

10. What is your biggest information problem right now?

11. What services might you ideally like to see provided by a Library/Information Center in TAB?

Nov/Dec 1976

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Annex 4 - Sample Suggested Publications

These are illustrative of the kinds of information tools which might be found in the Information Center.

Bibliographies

1. Barlow, Diana L. & Geoffrey Y. Cornog. A bibliography in program evaluation. Springfield, Illinois, Sangamon State Univ., Public Sector Program Evaluation Center, 1974. 174 pp., $4.
2. Basler, Beatrice K. and Thomas G. Basler Health sciences librarianship: a guide to information sources. Gale, 1976.
3. Fossi, Aliki, ed. Index of bibliographies on development 1960-1970. OECD, 1974.
4. Golany, Gideon. New towns planning and developments: a worldwide bibliography. Washington, Urban Land Institute, 1973. 256 pp.

Directories

1. 1974 Directory of national and international pollution monitoring programs (United Nations Environment Programme)--in 3 volumes, 1974.
2. Consultants & consulting organizations directory. Gale Research Co.
3. 1974 directory of international environmental monitoring programs. UN. 1974.
4. Directory of Special Libraries, v.1 - Gale Research Co.
5. Encyclopedia of associations, v.1, 10th ed., Gale Research Co., 1976.
6. International foundation directory, Europa, distributed by Gale.

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Annex 4 - Sample Suggested Publications (Cont.)

Directories (Cont.)

7. International guide to library, archival & information science associations, by A.R. Fang and A.H. Songe, Bowker, 1976.
8. The national faculty directory, 2 vols. Annual. Gale.
9. World guide to technical information and documentation services: second edition, revised and enlarged (UNESCO, 1975, 515 pp., $19.70).
10. International directory of on-going research information systems and systems. SSIE & UNESCO/UNISIST. To be published in mid-1977.
11. Who's who in America. Biennial. Marquis.
12. Who's who of American women. Biennial. Marquis.
13. Computer-readable bibliographic data bases. ASIS, 1976.

Encyclopedias

1. Encyclopedia of Latin America. McGraw-Hill, 1974.
2. Encyclopedia of Science & Technology. McGraw-Hill, 1975.

Indexes

1. Access; the supplementary index to periodicals. Gaylord Professional Publications, 1975--.
2. Applied Science & Technology Index. H.W. Wilson Co.
3. Biological & Agricultural Index. H.W. Wilson Co.
4. Business Periodicals Index. H.W. Wilson Co.

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Annex 4 - Sample Suggested Publications (Cont.)

Indexes (Cont.)

5. CIS index. Congressional Information Service, Inc.
6. Severs, Charlotte M. Guide to special issues and indexes of periodicals. SLA.
7. Energy Index. Environment Information Center, N.Y.
8. Environment Index. Environment Information Center, N.Y.
9. Index to Free Periodicals. Semi-annual. Pierian Press. (Indexes War on Hunger, among others).
10. INIS ATOMINDEX: An International Abstracting Service, produced by International Nuclear Information System (INIS), an information dissemination project of International Atomic Energy Agency (IAEA).
11. Monthly catalog of United States Government Publications. Superintendent of Documents, G.P.O.
12. PAIS Index. Public Affairs Information Service, Inc., New York.
13. Sage Public Administration Abstracts. Beverly Hills, Sage Publications, Inc.
14. Wall St. Journal Index.
15. World Index of Social Science Institutions, UNESCO.
16. Education & Training, 1967-72. FAO, 1972.
17. Food & Nutrition, 1945-72. FAO, 1973.
18. Forestry, 1967-73. FAO, 1974.
19. Water for Agriculture, 1945-73. FAO, 1974.

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Annex 4 - Sample Suggested Publications (Cont.)

Journals

Africa Development. Dakar, Senegal.

Bulletin of the Institute of Development Studies.

Business Week.

CERES.

Development Digest.

Eastern Africa Journal of Rural Development. Kampala, Uganda.

Economic Development and Cultural Change.

Far Eastern Economic Review.

Foreign Agricultural Trade. Economic Research Service, USDA.

Int'l. Development Review. Society for Int'l. Development.

Int'l. Social Science Journal. UNESCO.

Journal of Business Administration - Int'l. Issue. (Canadian).

Journal of Development Studies.

Journal of Tropical Medicine & Hygiene. Staples & Staple Ltd., London.

Nature (U.K. & U.S.).

New International Realities. National Planning.

Public Management. Monthly. Int'l. City Management Ass'n.

Science.

Scientific American.

Technology Review. MIT.

Tropical & Geographical Medicine, Royal Tropical Institute, Amsterdam. (In English).

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Annex 4 - Sample Suggested Publications (Cont.)

Journals (Cont.)

Tropical Doctor: a journal of modern medical practice. The Royal Society of Medicine, London.

UNITERRA. United Nations Environment Programme. Nairobi, Kenya.

War on Hunger.

World Agricultural Situation. Economic Research Service. USDA.

Newsletters

1. APO News. Asian Productivity Organization.
2. Newsletter. East-West Food Institute. Honolulu, Hawaii.
3. Newsletter. League for Int'l. Food Education.
4. Rural development network bulletin. Overseas Liaison Committee, American Council on Education, Washington, D.C.
5. Small industry development network newsletter. Industrial Development Div., Engineering Experiment Station, Georgia Institute of Technology.
6. Survey of International Development. SID.
7. Transnational network for appropriate/alternative technologies (TRANET).
8. UNISIST Newsletter. UNESCO intergovernmental program for cooperation in the field of scientific and technological information.

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Annex 4 - Sample Suggested Publications (Cont.)

Publication Lists from sources such as:

1. Institute of Social Studies, the Hague, the Netherlands.
2. Intermediate Technology Publications Ltd., London.
3. International Development Research Center of Japan.
4. International Information Centre on Irrigation. Israel Agricultural Research Organization. Volcari Centre, Tel Aviv.
5. International Rice Research Institute.
6. Organisation for Economic Cooperation & Development. Paris.
7. Overseas Development Council, Washington, D.C.
8. PASITAM (Program of Advanced Studies in Institution - Building and Technical Assistance Methodology), Indiana Univ., Bloomington, Ind.
9. Praeger Publishers.
10. Sage Publications, Inc., California.
11. Society for International Development, Washington, D.C.
12. World Bank.
13. Worldwatch Institute.

Yearbooks

1. Asia 1976 yearbook. Far Eastern Economic Review.
2. Demographic yearbook 1973: UN, 1974.
3. The Far East & Australasia Annual. Europa, distributed by Gale.

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Annex 4 - Sample Suggested Publications (Cont.)

Yearbooks (Cont.)

4. The Growth of World Industry 1973:
   Volume 1: General Industrial Statistics (UN, 1975, 645 pp., $28.00)
   Volume II: Commodity Production Data 1964-1973 (Un, 1975, 666 pp., $30.00)

5. Manson's Tropical Diseases, by Charles Wilcocks. Williams & Wilkins.

6. The Middle East & North Africa. Annual. Europa, distributed by Gale.

7. Production Yearbook 1973 (FAO, 1974, 523 pp., $26.00)

8. Trade Yearbook 1973 (FAO, 1974, 536 pp., $15.00).

9. Statistical Abstract of Latin America.

10. United Nations Statistical Yearbook 1975. UN, 1976. $42.00.

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Annex 5 - Job Description - Reference Librarian for the TAB Information Center

Position - Reference Librarian I, Information Center, TAB

Accountability: Reports to head of Information Center

Responsibilities: To provide service to meet the information requirements of the professional staff of TAB. This will include providing personalized information service which will enhance and extend the capabilities of that professional staff. Information will be supplied from a wide variety of services.

Education: The standard minimum education will include a Bachelor's degree and advanced study to at least the Master's degree level in Library or Information Science at a school of library or information science accredited by the American Library Association.

Experience: Experience will include at least five years, preferably 8-10 years, work in special library situations, preferably ones where a variety of disciplines were served. Experience of some kind in one or more developing countries will be especially helpful; at the very least, experience must have been had in the literature of the development field. Experience must have demonstrated the capability of carrying out analytical thinking as well as creative thinking. The applicant must have shown adaptability, flexibility and imagination. Experience working with a wide variety and broad range of information sources is absolutely necessary. Ability to work with a large number of professionals working in different fields is absolutely essential.

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